

**Agenda for the May 13, 2003 Executive Committee Meeting**

Approval of Minutes

Financial Report—need to develop budget for next year for June Board meeting

Dade Heritage Days

State Grant application for Old Miami High Bungalow—due by May 30<sup>th</sup>

Grants—Farago? Dunspaugh-Dalton?—Crane?—other ideas?

East Little Havana project—need committee to meet (Rich, Dolly, Rafael, Blanca, Don Chrissey)—develop community-based project suitable for Knight Foundation funding

Fundraiser luncheon (?) --should set up committee and start planning soon

Preservation Today magazine—need ad sales help

Newsletter

Trapp House

DHT Executive Board Minutes  
April 9, 2003 at DHT headquarters

Present: Walter Alvarez, Rich Heisenbottle, Penny Lambeth, Blanca Mesa, Bill Murphy, Judy Pruitt, Becky Matkov

Meeting called to order at 10:10. Minutes of last executive board meeting were approved as written.

**Treasurer's Report:** Walter Alvarez asked for clarification of the report and items listed. There was discussion on closing the "Save Our Circle" account and putting the funds into the operating account. Walter so moved; Rich H. seconded and the motion passed.

Regarding the Lighthouse account, Don Sackrider, a former board member, wants a gazebo built at the lighthouse. He has gotten two bids. He may need DHT to help fund the construction. He needs to get the Park to approve the plans first.

**Wings of History luncheon:** Walter Alvarez was complimented on the event. He gave a report including money made on silent auction. He reported DHT made \$ 11, 834.17 so far on the event. Bill Murphy would like letters to go out to people who may have attended the luncheon but are not members of DHT encouraging them to join.

(THIS SECTION ABOVE SUBMITTED BY JUDY PRUITT, acting secretary)

**City of Miami CDBG Funds:** There was a discussion of a grant opportunity offered by the City of Miami. Becky Matkov suggested that DHT consider applying if there is a way to leverage our Revolving Trust Fund to take on preservation projects in the City of Miami that would qualify for a grant. It was agreed that Becky would get more information and report back to the executive committee before the grant deadline if this application was a good fit for DHT.

**Preservation Awards:** There was a discussion of nominees for the April 30 Preservation Awards, which will be held at 6 p.m. at Northern Trust Bank. Becky Matkov said the Board needed to make some decisions today because the recipients need to be notified within a week to assure their attendance on April 30. Though the application forms have been distributed to the Board and AIA since last fall, there have been few restoration project applications. Richard Heisenbottle suggested DHT contact the preservation officers on Miami Beach, Coral Gables, Miami-Dade County and Miami for nomination suggestions. Becky Matkov agreed to contact Jeannett Slesnick and other Realtors in Coral Gables regarding house restoration worthy of nominations.

Richard Heisenbottle asked about the criteria for the Henrietta Harris awards and was told it was for a lifetime of achievement and dedication. Several nominees were discussed.

There was a subsequent discussion on a special category of nominations for organizations. It was suggested that the Crandon Carousel restoration could qualify under this. Blanca Mesa suggested that the Quiet Gardens in Key Biscayne/Crandon Park also qualify and agreed to get more information. Becky and Rich would work on solidifying the awards over the next week.

The Executive Committee agreed to invite Michael Beeman to join the DHT Board of Advisors. Mr. Beeman is a past DHT Board member and is very active in organizing the historic tours of the Biltmore Hotel and other Coral Gables tours for DHT.

The next Board meeting will take place at the Claridge Hotel on Miami Beach.

Judy Pruitt announced that she has been elected to the Board of the Florida Trust.

Penny Lambeth announced that the Burr House in Arch Creek- the oldest house in the area – will be restored.

Rich Heisenbottle made a motion to have outgoing Trustee George Neary become the new chair of the Board of Advisors and to reactivate it. The motion was seconded by Penny Lambeth and it passed unanimously.

Blanca Mesa made an announcement about the upcoming Florida Folk Festival in White Springs and she agreed to pass on information on this for the next newsletter.

The meeting was adjourned.

SUBMITTED BY BLANCA MESA, Secretary.

| Income                                    | Actual Month<br>April/2003 | Actual 9 Months<br>YTD | Annual Budget<br>07/02-06/03 | Actual Last Year  |
|---|----------------------------|------------------------|------------------------------|-------------------|
| 3000 Grants                               |                            | 95,540.00              | 124,000.00                   | 87,669.00         |
| 3100 Membership Dues                      | 3,428.00                   | 14,713.00              | 16,000.00                    | 16,380.00         |
| 3101 Phone-A-Thon                         |                            | 2,390.00               |                              |                   |
| 3200 Donations                            |                            | 20,940.00              | 10,000.00                    | 7,306.00          |
| 3300 Administration Fee                   |                            | 2,000.00               | 4,300.00                     |                   |
| 3350 Advertising Income                   |                            | 2,190.00               | 6,000.00                     | 5,400.00          |
| 3400 MHN" Publication Sales               | 828.20                     | 6,664.16               | 10,000.00                    | 43,959.34         |
| 3450 Merchandise Sales                    |                            | 956.00                 | 100.00                       |                   |
| 3500 Meeting/Event Income                 | 10,385.00                  | 16,205.00              | 15,000.00                    | 3,750.00          |
| 3510 Tour Income                          | 120.00                     | 1,083.57               |                              | 910.00            |
| 3550 Sponsorship                          |                            | 6,000.00               | 10,000.00                    | 8,000.00          |
| 3600 Other Income                         |                            | 266.00                 |                              | 602.19            |
| 3601 Author's Fees                        |                            |                        |                              | 2,000.00          |
| 3900 Interest Income(Bank)                | 28.70                      | 391.63                 |                              | 576.33            |
| 3901 Investment/<br>Dividend Income       |                            |                        | 600.00                       | 45.78             |
| 3999 Reimbursement Expense                |                            | 93.11                  |                              | 216.55            |
| 4002 Endowment Fund                       |                            |                        |                              | 1,100.00          |
| 4004 Save Old Miami High                  |                            | 36,820.00              |                              | 45,471.00         |
| 4005 Hampton House                        |                            |                        | 70,000.00                    | 1,210.00          |
| 4006 Revolving Fund<br>Administration Fee |                            | 70,000.00              |                              |                   |
| 4007 Insurance DHT<br>Headquarters        |                            | 13,500.00              |                              |                   |
| <b>Income</b>                             | <b>14,789.90</b>           | <b>289,752.47</b>      | <b>266,000.00</b>            | <b>224,596.19</b> |

| <u>EXPE</u>                                      | <u>Actual Month</u> | <u>Actual 9 Month YTD</u> | <u>Annual Budget</u> | <u>Actual Last Year</u> |
|--|---------------------|---------------------------|----------------------|-------------------------|
|  | <u>April/2003</u>   | <u>97.781.38</u>          | <u>7/02-6/03</u>     |                         |
| 5000-SALARY EXPENSES                             | <u>8.846.14</u>     | <u>119.000.00</u>         | <u>84.498.70</u>     |                         |
| 5115- MEETING/EVENT/ CATERING                    | <u>101.00</u>       | <u>4.327.48</u>           | <u>8.000.00</u>      | <u>3.425.97</u>         |
| 5120-MERCHANDISE PURCHASE                        |                     |                           | <u>1.000.00</u>      | <u>932.17</u>           |
| 5200-PRINTING/DESIGN                             |                     |                           | <u>20.000.00</u>     | <u>8.006.00</u>         |
| 5300-REPAIR & MAINTENANCE                        | <u>75.00</u>        | <u>1.940.19</u>           | <u>9.500.00</u>      | <u>732.19</u>           |
| 5400-LICENSES & PERMITS                          | <u>228.90</u>       | <u>1.613.45</u>           | <u>1.500.00</u>      | <u>1.152.25</u>         |
| 5450-WASTE REMOVAL                               | <u>463.67</u>       | <u>1.741.24</u>           | <u>1.600.00</u>      | <u>1.594.08</u>         |
| 5500-CONTRACT SERVICES                           |                     | <u>998.92</u>             | <u>2.500.00</u>      | <u>5.189.88</u>         |
| 5600-UTILITIES                                   |                     | <u>1.765.26</u>           | <u>2.500.00</u>      | <u>2.212.93</u>         |
| 5700-INSURANCE                                   |                     | <u>6.331.17</u>           | <u>8.000.00</u>      | <u>7.736.18</u>         |
| 5710-ACCOUNTANT FEES                             |                     | <u>3.500.00</u>           | <u>4.000.00</u>      | <u>3.500.00</u>         |
| 5750-PROFESSIONAL/LEGAL FEES                     | <u>100.00</u>       | <u>597.70</u>             | <u>5.000.00</u>      | <u>5.379.50</u>         |
| 5800-ADVERTISING & PROMOTION                     | <u>3.262.60</u>     | <u>6.637.60</u>           | <u>10.000.00</u>     | <u>9.500.10</u>         |
| 5810-PRINTING                                    | <u>377.30</u>       | <u>16.585.62</u>          | <u>20.377.04</u>     |                         |
| 5820-AWARDS/PRIZE & GIFTS                        | <u>2.006.00</u>     | <u>2.198.50</u>           | <u>2.000.00</u>      | <u>2.070.50</u>         |
| 5830-SPECIAL & FUNDRAISING EVENTS-EXPENSES/SPKRS | <u>400.00</u>       | <u>595.00</u>             | <u>10.000.00</u>     | <u>1.732.31</u>         |
| 5840-SEMINARS/CONFERENCES/MTGS.                  |                     | <u>1.594.37</u>           | <u>3.000.00</u>      | <u>792.49</u>           |
| 5850-PHOTOGRAPHY/SIGNS & BANNERS                 |                     | <u>2.843.48</u>           | <u>5.000.00</u>      | <u>4.546.73</u>         |
| 5990-MISC.LICENSING & TAX                        |                     | <u>2.603.61</u>           | <u>3.000.00</u>      | <u>462.65</u>           |

|  |                 |                 |                 |                  |
|--|-----------------|-----------------|-----------------|------------------|
| 6010-PATROLL TAXES                       | <u>676.74</u>   | <u>9,016.99</u> | <u>9,500.00</u> | <u>11,296.17</u> |
| 6015-MEDICAL INSURANCE                   | <u>500.00</u>   | <u>4,900.00</u> | <u>5,400.00</u> | <u>4,050.00</u>  |
| 6200-VEHICLE EXPENSE                     | <u>50.00</u>    | <u>521.00</u>   | <u>150.00</u>   | <u>738.05</u>    |
| 6300-PAYROLL PROCESSING SERVICE          | <u>94.42</u>    | <u>1,335.91</u> | <u>1,200.00</u> | <u>1,360.26</u>  |
| 6310-OFFICE SUPPLIES                     | <u>1,070.00</u> | <u>4,817.08</u> | <u>4,500.00</u> | <u>4,749.00</u>  |
| 6320-TELEPHONE                           | <u>386.98</u>   | <u>4,082.02</u> | <u>4,800.00</u> | <u>5,219.04</u>  |
| 6330-DUES & SUBSCRIPTIONS                | <u>1,200.00</u> | <u>2,827.00</u> | <u>2,500.00</u> | <u>2,478.98</u>  |
| 6340-MTG/EVENTS EQUIPMENT RENTAL         | <u>6,296.40</u> | <u>6,965.33</u> | <u>1,000.00</u> | <u>940.14</u>    |
| 6500-BANK CHARGES                        | <u>128.31</u>   | <u>234.31</u>   | <u>250.00</u>   | <u>111.08</u>    |
| 6510-BOOKS, MAGAZINES & PUBLICATIONS     |                 | <u>21.80</u>    | <u>285.00</u>   | <u>285.10</u>    |
| 6520-CREDIT CARD SALES                   | <u>17.10</u>    | <u>571.55</u>   | <u>300.00</u>   | <u>247.76</u>    |
| 6521-CREDIT CARD DISCOUNT FEE-MEMBERSHIP | <u>4.50</u>     | <u>31.61</u>    | <u>200.00</u>   | <u>333.80</u>    |
| 6600-RENT                                |                 |                 | <u>4.00</u>     |                  |
| 6610-EQUIPMENT-LEASE & MAINTENANCE       | <u>42.00</u>    | <u>2,153.14</u> | <u>4,900.00</u> | <u>5,062.35</u>  |
| 6710-VEHICLE INSURANCE                   |                 | <u>618.00</u>   | <u>750.00</u>   | <u>178.00</u>    |
| 6810-POSTAGE                             | <u>16.25</u>    | <u>3,247.84</u> | <u>7,161.00</u> | <u>7,144.39</u>  |
| 6830-TRAVEL(TRANSPORTATION & LODGING     | <u>45.05</u>    | <u>240.00</u>   | <u>2,500.00</u> | <u>1,192.42</u>  |
| 6840-ALARM MONITORING                    |                 | <u>365.00</u>   | <u>450.00</u>   | <u>337.00</u>    |
| 6930-EQUIPMENT PURCHASES                 |                 | <u>1,517.00</u> | <u>3,000.00</u> |                  |
| 6931-DOWNTOWN MIAMI MAIN STREET PROGRAM  |                 | <u>5,000.00</u> |                 | <u>5,000.00</u>  |

|                                     |                         |                          |                          |
|-------------------------------------|-------------------------|--------------------------|--------------------------|
| 6933- Reimbursement                 | <u>365.06</u>           | <u>1,300.00</u>          | <u>1,305.41</u>          |
| 6935-City Cemetery                  | <u>250.00</u>           |                          | <u>250.00</u>            |
| 6936-Credit Card sales/Villagers    |                         |                          |                          |
| 6937-Save Old Miami High            | <u>76,504.40</u>        |                          |                          |
| 6938-Hampton House                  | <u>1,210.00</u>         |                          |                          |
| <b>TOTAL EXPENSES</b>               | <b><u>26,388.36</u></b> | <b><u>280,200.01</u></b> | <b><u>266,000.00</u></b> |
| <b>Excess Revenue Over Expenses</b> | <b>(11,598.46)</b>      | <b>9,552.46</b>          |                          |



Northern Trust

595 BILTMORE WAY  
CORAL GABLES, FLORIDA 33134

STATEMENT CLOSING DATE  
APRIL 30, 2003

Statement of Account

PAGE 1 OF 5

PLEASE REFER INQUIRIES TO:  
CHRISTINA LUNSFORD  
1-305-529-7700

39 ITEMS ENCLOSED

DADE HERITAGE ++A++ TRUST  
190 SE 12 TER  
MIAMI FL 33131-3204

### COMBINED STATEMENT

#### SUMMARY OF ACCOUNTS

| TYPE OF ACCOUNT          | ACCOUNT #        | ENDING BALANCE |
|--------------------------|------------------|----------------|
| BUSINESS ANCHOR CHECKING | 1240001367       | 20,000.00      |
| ANCHOR INVESTMENT**      | 902553676        | 52,077.72      |
|                          | COMBINED BALANCE | 72,077.72      |

#### ANCHOR INVESTMENT 902553676

#### MUTUAL FUND PORTFOLIO POSITION

|                                      |                            |
|--------------------------------------|----------------------------|
| NORTHERN FUND:                       | NORTHERN MONEY MARKET FUND |
| NUMBER OF SHARES                     | 52,077.720                 |
| SHARE PRICE                          | 1.000                      |
| MARKET VALUE                         | 52,077.72                  |
| 7-DAY CURRENT YIELD as of 04/30/2003 | 0.85%                      |
| DIVIDEND INCOME                      | 28.70                      |

\*\* An investment in Northern Funds is not insured or guaranteed by the Federal Deposit Insurance Corporation or any other governmental agency. Although the money market funds seek to preserve the value of your investment at \$1.00 per share, it is possible to lose money by investing in the Funds.

Shares of Northern Funds are distributed by Northern Funds Distributors, LLC, an independent third party.

NOT FDIC-INSURED

May lose value

No bank guarantee



# Northern Trust

595 BILTMORE WAY  
CORAL GABLES, FLORIDA 33134

STATEMENT CLOSING DATE  
APRIL 30, 2003

## Statement of Account

PAGE 1 OF 1

PLEASE REFER INQUIRIES TO:  
CHRISTINA LUNSFORD  
1-305-529-7700

0 ITEMS ENCLOSED

DADE HERITAGE TRUST INC.  
REVOLVING FUND  
190 SE 12 TER  
MIAMI FL 33131-3204

=====  
=====

NON-PERSONAL PREMIUM MMDA NUMBER 1217024831

|                                  |            |
|----------------------------------|------------|
| BEGINNING BALANCE MARCH 31, 2003 | 635,665.24 |
| CHECKS AND DEBITS                | 0.00       |
| DEPOSITS AND CREDITS             | 0.00       |
| INTEREST PAID                    | 621.73     |
| ENDING BALANCE ON APRIL 30, 2003 | 636,286.97 |
| INTEREST PAID YEAR TO DATE       | 2,613.38   |

### CREDITS

| DATE  | DESCRIPTION | AMOUNT |
|-------|-------------|--------|
| 04-30 | INTEREST    | 621.73 |

### DAILY BALANCES

| DATE  | BALANCE    | DATE | BALANCE | DATE       | BALANCE |
|-------|------------|------|---------|------------|---------|
| 03-31 | 635,665.24 |      | 04-30   | 636,286.97 |         |



# Northern Trust

595 BILTMORE WAY  
CORAL GABLES, FLORIDA 33134

## Statement of Account

STATEMENT CLOSING DATE  
APRIL 30, 2003

PAGE 1 OF 1

PLEASE REFER INQUIRIES TO:  
MYRTHA RODRIGUEZ  
1-305-529-7727

0 ITEMS ENCLOSED

DADE HERITAGE TRUST, INC  
"LIGHTHOUSE ACCOUNT"  
190 SE 12 TER  
MIAMI FL 33131-3204

INTEREST CHECKING NUMBER 1216008123

|                                  |           |
|----------------------------------|-----------|
| BEGINNING BALANCE MARCH 31, 2003 | 11,235.97 |
| CHECKS AND DEBITS                | 0.00      |
| DEPOSITS AND CREDITS             | 0.00      |
| INTEREST PAID                    | 1.85      |
| ENDING BALANCE ON APRIL 30, 2003 | 11,237.82 |
| INTEREST PAID YEAR TO DATE       | 7.39      |

### CREDITS

| DATE  | DESCRIPTION | AMOUNT |
|-------|-------------|--------|
| 04-30 | INTEREST    | 1.85   |

### DAILY BALANCES

| DATE  | BALANCE   | DATE | BALANCE | DATE | BALANCE   |
|-------|-----------|------|---------|------|-----------|
| 03-31 | 11,235.97 |      | 04-30   |      | 11,237.82 |

### INTEREST DISCLOSURE

|                                |        |
|--------------------------------|--------|
| ANNUAL PERCENTAGE YIELD EARNED | 0.20%  |
| INTEREST-BEARING DAYS          | 30     |
| INTEREST EARNED                | \$1.85 |



Northern Trust

595 BILTMORE WAY  
CORAL GABLES, FLORIDA 33134

Statement of Account

STATEMENT CLOSING DATE  
MARCH 31, 2003

PAGE 1 OF 2

PLEASE REFER INQUIRIES TO:  
CHRISTINA LUNSFORD  
1-305-529-7700

0 ITEMS ENCLOSED

DADE HERITAGE TRUST  
SAVE OUR CIRCLE FUND  
190 SE 12 TER  
MIAMI FL 33131-3204

COMBINED STATEMENT

SUMMARY OF ACCOUNTS

| TYPE OF ACCOUNT     | ACCOUNT #        | NUMBER | ENDING BALANCE |
|---------------------|------------------|--------|----------------|
| SAVINGS             | 1210011550       |        | 5,500.63       |
| ANCHOR INVESTMENT** | 902555507        |        | 0.00           |
|                     | COMBINED BALANCE |        | 5,500.63       |

ANCHOR INVESTMENT 902555507

MUTUAL FUND PORTFOLIO POSITION

|                                      |       |
|--------------------------------------|-------|
| NUMBER OF SHARES                     | 0.000 |
| SHARE PRICE                          | 0.000 |
| MARKET VALUE                         | 0.00  |
| 7-DAY CURRENT YIELD as of 00/00/0000 | 0.00% |
| DIVIDEND INCOME                      | 0.00  |